

APPLICATION FOR FESTIVAL ADVANCE

(In terms of GO.Ms.No.175, Dated 15-5-2010)

To
The _____

_____.

Sir,
I namely _____ working as _____ in O/o. _____

request to sanction festival advance on the occasion of _____ festival, happens
to be on _____. My complete details are mentioned below.

1. Employee Name : _____

2. Designation : _____

3. Place of working : _____

4. Scale of Pay (13360-38570 or below only) : _____
(SA and Equillavant Cadres not eligible)

5. Festival for Which Advance required : _____

6. Date of Festival : _____

7. Amount Required : _____

8. Remarks : _____

DECLARATION:

It is assured that the said Festival Advance received to be recovered in 10 Equal Installments from my salary.

The amount is to be utilized for the purpose. The information furnished above is true to the best of my knowledge.

Signature of the Applicant